

BARTLETT CITY BOARD OF EDUCATION
BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING
BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS
6400 STAGE ROAD, BARTLETT
PO Box 341148
Bartlett, TN 38134
January 28, 2016
7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

SPECIAL PRESENTATIONS

PUBLIC COMMENT

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

December 17, 2015 Board Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

BOARD ACTION ITEMS

New Board Business

2016-2017 Budget Development Calendar

The 2016-2017 Budget Development Calendar passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Absent

Policy 2012: School Support Organizations (SSO) REVISED/FIRST READING

Policy 2012: School Support Organizations (SSO) REVISED/FIRST READING
passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris:
Aye, Bryan Woodruff: Absent

ADJOURNMENT

BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES
Thursday, December 17, 2015

Bartlett City Hall-Council Chambers
6400 Stage Road, Bartlett
7:00 PM

Chairman Jeff Norris thanked Jamie Wright, Laura Starnes and Susan Browder, the Ellendale teachers that worked with the students that were caroling earlier in the lobby.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Bryan Woodruff said a prayer. The Board and audience recited the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

***** Official Business of the Day *****

Chairman Jeff Norris called the meeting to order at 7:00 p.m. The following Board Members were present:

- Ms. Erin Berry
- Mr. David Cook
- Mrs. Shirley Jackson
- Mr. Jeff Norris
- Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

No special presentations.

PUBLIC COMMENT

No comments.

APPROVAL OF AGENDA

Mrs. Shirley Jackson made the motion to approve the agenda. Mr. Bryan Woodruff seconded the motion. With all ayes the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

November 19, 2015 Board Meeting Minutes

Mr. David Cook made the motion to approve the November 19, 2015 Board Meeting Minutes. Mr. Bryan Woodruff seconded the motion. With all ayes the Board Meeting Minutes were approved.

REPORTS

Chairman's Report

Chairman Norris stated that he did not have a report. He and other Board Members discussed that they had received positive reports for the First Semester.

Superintendent's Report

Superintendent Stephens noted that he recently attended the AdvancEd Fall Council Meeting in Murfreesboro. It was helpful to learn more regarding district accreditation which Dr. Kight and her team will be pursuing next year.

Earlier in the month, all municipal districts presented their 2015 CIP to the Shelby County Commission School Capital Sub-Committee.

Yesterday Mayor McDonald, Mark Brown and myself attended a meeting in Brentwood attended by representatives from Municipal Districts and Municipalities.

Happy Birthday to Chairman Jeff Norris.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

Mr. Bryan Woodruff reported that Representative Lollar will work with the BCS TLN Representative.

Financial Report

The November 2015-2016 Financial Report was reviewed by the Board. It is not a voting item.

BOARD ACTION ITEMS

New Board Business

Election of Chairman

Motion Passed: The Election of Jeff Norris as Chairman for 2015-2016 passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Abstain
Mr. Bryan Woodruff	Yes

Election of Vice-Chairman

Motion Passed: The Election of Bryan Woodruff as Vice-Chairman for 2015-2016 passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Abstain

Election of Tennessee Legislative Network Representative

Motion Passed: The Election of Bryan Woodruff as the Tennessee Legislative Network Representative passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Abstain

Memorandum of Understanding Title I FY16 Funds

Motion Passed: The Memorandum of Understanding Title I FY16 Funds passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry Yes
Mr. David Cook Yes
Mrs. Shirley Jackson Yes
Mr. Jeff Norris Yes
Mr. Bryan Woodruff Yes

E-Rate Educational Consulting Service Agreement

Motion Passed: The E-Rate Educational Consulting Service Agreement passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry Yes
Mr. David Cook Yes
Mrs. Shirley Jackson Yes
Mr. Jeff Norris Yes
Mr. Bryan Woodruff Yes

BCS Budget Amendment

Motion Passed: The BCS Budget Amendment Resolution 3-5 passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry Yes
Mr. David Cook Yes
Mrs. Shirley Jackson Yes
Mr. Jeff Norris Yes
Mr. Bryan Woodruff Yes

Consulting Services Agreement

Motion Passed: The Consulting Services Agreement passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

Ms. Erin Berry Yes
Mr. David Cook Yes
Mrs. Shirley Jackson Yes
Mr. Jeff Norris Yes
Mr. Bryan Woodruff Yes

Superintendent Bonus Structure

Motion Passed: The Superintendent Bonus Structure Addendum B passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry Yes
Mr. David Cook Yes
Mrs. Shirley Jackson Yes
Mr. Jeff Norris Yes
Mr. Bryan Woodruff Yes

UNFINISHED BOARD BUSINESS

Policy 1021: Use of the Internet and Internet Safety REVISED/SECOND READING

Motion Passed: The second reading of REVISED Policy 1021: Use of the Internet and Internet Safety passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

ADJOURNMENT

Meeting adjourned at 7:30 p.m.

Jeff Norris
Chairman

Dr. David A. Stephens
Superintendent

2016-2017 BUDGET DEVELOPMENT CALENDAR

DRAFT

Friday, January 15, 2016	BUDGET DEVELOPMENT: The budget spreadsheets will be emailed to the Directors with the 2015-16 Actual Expenditures and the 2015-16 Budget.
Friday, January 29, 2016	BUDGET REQUESTS COMPLETED Directors will have 1/15/16 - 1/29/16 to complete the budget spreadsheets detailing the personnel in their departments, and the budget amounts necessary for the 2016-17 fiscal year.
Monday, Feb. 1 - Friday, Feb. 12	PROPOSED BUDGETS PROCESSING: Once the budget requests are submitted, CFO will process these and put in a format to facilitate the review process that will take place on Wednesday, February 17, 2016.
Wednesday, February 17, 2016	2016-17 BUDGET REQUESTS STAFF REVIEW Superintendent will meet with Directors to discuss budget requests.
Monday, February 29	STAFF REVIEW OF COMPOSITE BUDGET During Superintendent Staff Meeting.
Monday, March 7, 14, 21	STAFF REVIEW OF COMPOSITE BUDGET During Superintendent Staff Meeting.
Tuesday, March 29	PRESENTATION TO PRINCIPALS at Principal's meeting
Thursday, April 21, 2016	BOARD REVIEW OF F/Y 2016-17 BUDGET Board Work Session.
Thursday, April 28, 2016	BOARD APPROVAL OF F/Y 2016-17 BUDGET Board Meeting
May 4, 2016	Drop Dead Submittal Date to City

Policy 2012 – School Support Organizations (SSO)

INTRODUCTION

A school support organization is a booster club, foundation, parent teacher association, parent teacher organization, or any nongovernmental organization or group that collects money and/or property for the primary purpose of supporting a school club, a school, the District, or any of its academic, artistic, athletic, or social activities.

A group of persons who merely request donations be made to a school club, a school, the District, or any of its activities, or a group of persons who assist in fundraising under the sponsorship of a school employee and funds are turned over to the school to be used for the specific requested purpose shall not be considered a school support organization. Furthermore, a civic organization operating concessions or parking at school-sponsored events is not a school support organization subject to this policy.

Only a group or organization that has entered into a written cooperative agreement with the Board may use the name, mascot, or logo of a school or the District to solicit or raise money, materials, property, securities, services, or other things of value.¹

REPORTING AND RECORDS

The Superintendent or his/her designee shall annually post a list of organizations that are recognized as school support organizations on the District website; however, the Board shall not incur any liability for the recognition. Any agreement, forms, annual reports, or financial statements submitted by the organization shall be open to public inspection as a public record.

PROCEDURES

The Superintendent shall create procedures to oversee the relationship between the Board and school support organizations. These procedures shall include, at a minimum, the following:

1. A school support organization must annually enter into a written agreement with the District prior to using the Bartlett City Schools name, mascot, or logo, or the name, mascot, or logo of any BCS school
2. Prior to entering into any agreement, a school support organization shall submit the following to the Superintendent or his/her designee:
 - a. The organization's charter, by-laws, annual report submitted to the Tennessee Secretary of State, and documentation confirming the school support organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation;
 - b. A written statement of the goals and objectives of the group or organization;
 - c. The telephone number, address, and position of each officer of the group or organization, including a designation of the group's primary contact ; and
 - d. A copy of the school support organization's written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it, including but not limited to, a two signature method for issuing checks. The organization must demonstrate its two signature method for issuing checks prior to District approval.
3. Any agreement between the Board and a school support organization shall be in writing

¹ T.C.A. §49-2-601, *et seq.*

and signed by the Superintendent or his/her designee and an authorized agent of the organization seeking authorization. This agreement shall contain, at a minimum, the following provisions:

- a. An agreement to abide by any policies and procedures regarding school support organizations;
 - b. An agreement to indemnify the Board, the Superintendent, and all other agents of the District for the actions of the school support organization; and
 - c. An agreement to annually confirm the organization's status as a nonprofit and provide the address, telephone number, and position of each current officer.
4. The Superintendent shall designate a date prior to the beginning of the regular school year for the school support organization to submit annual forms to the Superintendent or his/her designee. Annual submissions should include, but not be limited to, updated organization information and a detailed treasurer's report including all receipts and disbursements.
 5. The school support organization shall at all times abide by applicable federal, state and local laws, ordinances, and regulations.
 6. The school support organization shall maintain, at a minimum, a copy of its charter, bylaws, minutes, documentation of its recognition as a nonprofit organization, and detailed statements of all receipts and disbursements. The statements and records must be maintained for at least four (4) years.
 7. The school support organization's officers shall ensure that organization funds are safeguarded and spent only for purposes related to the stated goals and objectives of the organization.
 8. Upon request, the school support organization shall provide access to all of its books, records, statements, and bank account information to the Board, the Superintendent or his/her designee, a school principal, or auditors of the Office of the Comptroller of the Treasury.
 9. The school support organization shall operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.

FUNDRAISING

Prior to undertaking any fundraising activity, a school support organization shall first obtain approval of the Superintendent or his/her designee. The Superintendent or his/her designee should consider, at a minimum, the following when approving or denying a request by a school support organization to engage in a fundraising activity:

1. Whether the fundraising activity, as scheduled, conflicts with a fundraising activity of the District or an individual school within the District; and
2. Whether the fundraising activity is consistent with the goals and mission of the school or District.

Any resulting approval shall not make the fundraising activity a school-sponsored activity.

Prior to commencing any fundraising activity in furtherance of a project intended to expand, modernize, renovate, or render maintenance to District owned property, the school support organization must submit the project to the school principal. No such proposal shall be approved until the principal receives written permission from the Superintendent or his/her designee.

PROHIBITED PRACTICES

A school representative may not act as a treasurer or bookkeeper for a school support organization or be a signatory on any organization checks. A majority of the voting members of any school support organization should not be composed of school representatives.

The organization must maintain bank information and tax exempt status separate from Bartlett City Schools. School support organizations may not use the District's Employer Identification Number or tax-exempt status for any purpose.

The Superintendent may enact procedures to suspend or revoke the authorization of any school support organization for a failure to abide by the policies and procedures regarding school support organizations.

OPERATION OF A SCHOOL BOOKSTORE

The principal of a school may enter into an agreement with a recognized school support organization for the operation of a bookstore located on school grounds, which makes direct sales to students and faculty, provided:

1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support of the school; and
2. The school support organization provides the school with the relevant collection documentation that would have been required pursuant to the provisions of the manual produced under T.C.A. §49-2-110 for student activity funds.

The Superintendent may provide such other procedures and forms as he or she deems necessary.

CONCESSIONS AND PARKING

The Superintendent or his/her designee may agree to allow an authorized school support organization to operate and collect money for a concession stand or parking at a related school academic, arts, athletic, or social event on school property. Any money payable to the school pursuant to the agreement with the principal will be considered school support group funds and not student activity funds if the school support organization provides the school with the relevant collection documentation required by the student activity funds manual produced by the State.